



**UNITED STATES DEPARTMENT OF COMMERCE**  
**The Assistant Secretary for Administration**  
Washington, D.C. 20230

OS REGISTRY

87-1311X

August 26, 1987

MEMORANDUM FOR:



Chairman, Personnel Security Committee  
IG/CM (P)

FROM:

*for* Michael N. Cassetta  
Director  
Office of Security

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SUBJECT: Foreign Travel Reporting Survey

Attached is the Department of Commerce response to the Foreign Travel Reporting Survey.

Any questions concerning our response should be directed to Bob Turner of my staff. He can be reached on 377-3131.

Attachment

FOREIGN TRAVEL REPORTING SURVEY

U.S. DEPARTMENT OF COMMERCE

1. All official foreign travel, as well as personal foreign travel to "designated countries" (Criteria Countries), must be reported by all DOC employees, whether accessed or not. The report must be made in advance of the travel to the Departmental Office of Security for travel clearance. This requirement is mandatory.
2. DOC regulations do not address the reporting of personal foreign travel to non-designated countries. However all SCI holders must report all foreign travel, personal and official.
3. The regulatory basis for DOC's reporting requirement stems primarily from NSDD 197, DCID 1/20.
4. Employees are advised of their obligation to report foreign travel by means of the SCI briefing, the Departmental Travel Regulations, and the Departmental Personnel Security Manual (currently in preparation. For official foreign travel, reporting is automatic. The reporting process is incorporated into the travel order/funding approval.
5. Doc has no suggestions at this time.
6. The travel of DOC employees stationed overseas is handled differently than other DOC employees. All but a few DOC employees stationed overseas are attached to an embassy. As a result, the Department relies on the embassy security staff to appropriately monitor the travel of those DOC employees in accordance with a joint DOC/DOS agreement on security matters.
7. Commerce Department Form 97 (CD-97) is the vehicle used to report all official foreign travel. Personal travel which must be reported is usually done by memorandum, but at times it is conducted telephonically.
8. The CD-97 provides the traveler's full name, date of birth, title, grade level, and operating unit. It provides the expected date of departure and return, the countries involved, the reason for the travel, whether or not family members or other non-employees will accompany the traveler, whether or not the traveler will have access to classified information, and, if so, the level of classification.

9. The CD-97 is transmitted to the Departmental security office for review by a security clerk. The clerk evaluates the proposed travel in light of the subject's security record. Any potential security issues, or previously flagged security records, are referred to a security professional who has counterintelligence and security adjudication experience for appropriate action. Those cases which develop security issues, final approval is made by the Director of Security, DOC. All cases involving reported personal foreign travel are reviewed by a security professional.
10. Security approval of proposed foreign travel is transmitted to the Departmental Travel Office by means of the subject's CD-97. Restrictions or disapprovals are handled on a case by case basis and may take any number of administrative channels or processes to effect action. In the case of official foreign travel, the employee is not specifically advised of security office approval. However, approval of all personal foreign travel reported is specifically approved by the security office and discussed with the subject. Defensive travel briefings are mandatory for all travelers proposing travel to Soviet Bloc countries and the PRC. Such briefings are required every three (3) years. The briefing covers, among other things:
  - o How to act in denied areas
  - o Harassments and provocations
  - o General travel advice
  - o Personal protection
  - o How to report provocations and to whom

A counterterrorism briefing is conducted, or incorporated into the defensive briefing, for those instances of travel where current intelligence reports suggest a high risk of terrorism. The counterterrorism briefing is not limited to criteria country travelers.

11. A copy of the CD-97 is maintained in the subject's security and travel files. The CD-97 is made available to all other agencies that review a subject security file or specifically request travel information on a DOC employee. However the information is not routinely made available to other agencies conducting a National Agency Check. The CD-97 is normally maintained for a period of fifteen years after the Subjects departure from the Department. However, this retention schedule varies depending upon the sensitivity of the position and the employee's level of access.

12. The DOC security file is reviewed during each reinvestigation including all travel information contained in the file.
13. We agree with all of the elements, a. through h., listed in this item.

## FOREIGN TRAVEL REPORTING SURVEY

Where responses require narrative comments, please attach papers with responses keyed to the numbered items below. Lines are provided below where short answers are likely to suffice. Please do not feel limited by the questions - further exposition, explanation, suggestion or other comments are welcome. We are searching not only for good techniques but also for basic elements, constraints, limitations, applications, and problems agencies might encounter in complying with the President's Report requirement.

1. Do you require reporting by all accessed employees:  
of all foreign travel? \_\_\_\_\_  
in advance of travel? \_\_\_\_\_  
mandatory? \_\_\_\_\_
2. If not, what are the exceptions and why? Do you require reporting only by those with access to Sensitive Compartmented Information as required by DCID 1/20?
3. What is the regulatory basis for your reporting requirement? ..  
Please attach copy (if other than DCID 1/20).
4. How are employees advised of their obligation to report?
5. From your experience, can you suggest any regulatory or procedural areas which should be given particular attention to ensure compliance?
6. Are employees overseas treated differently in any essential ways than those in U.S.? \_\_\_\_\_ If so, why?
7. What is vehicle for reporting? Memo? Form?  
Please attach copies or exemplar.
8. What information is reported?
9. Who reviews the report? (supervisor? security professional? counterintelligence officer? security education officer?) Who has final approval authority?
10. What is response of security or other authority? Is employee advised of permission to travel? Is employee briefed on: how to act in denied areas? \_\_\_\_\_ Harassments and provocations? \_\_\_\_\_ General travel advice? \_\_\_\_\_ Risk of Capture? \_\_\_\_\_ Counterterrorism? \_\_\_\_\_ Personal protection? \_\_\_\_\_ Other? \_\_\_\_\_

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11. Where is the report filed? Is it kept with other security and counterintelligence related files? Is it made available to other agencies conducting a National Agency Check? How long is it kept?

12. Is it reviewed in the event of periodic reinvestigation or other security incident or review?

13. Listed below are some possible elements all programs should contain. Please indicate in margin below your agreement or disagreement - (please explain any "disagrees"). Your responses are for our guidance only - not an official position. Please add any comments as you like or suggest other elements you believe should be basic to all programs:

- a. All accessed employees report
- b. Reporting done in advance
- c. All travel is reported
- d. Reports go to professional security official or counterintelligence official for review
- e. Reports stored in such a manner that they are available for review on occasion of all security actions (reinvestigation, NAC, change of clearance status, incident, etc.)
- f. All accessed employees receive foreign travel security awareness briefing as part of regular security awareness program and/or an annual reminder of the reporting requirement.
- g. Employees contemplating travel to hostile areas receive comprehensive defensive briefing for the specific area of intended travel as close as possible to such travel but no longer than one year prior to each trip.
- h. Employees required to report noteworthy incidents to U.S. Consul, Attache, RSO or post Duty Officer in country of travel and to security official upon return.

YOUR ASSISTANCE IS VERY MUCH APPRECIATED  
PLEASE RETURN SURVEY TO

EXECUTIVE SECRETARY, PERSONNEL SECURITY COMMITTEE,  
CIA, WASHINGTON, D.C. 20505

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